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OFFICE OF PERSONNEL MEMORANDUM NO. 20-115

SUBJECT: Individual Career Planning

25X1A REFERENCES: (1) [redacted] The CIA Career Council and the Career [redacted], 13 December 1955

(2) [redacted] Career Planning for Individuals, 5 October 1956

SUPERSESSION: OPM 20-110-7, (54-55), Individual Career Planning, 13 October 1956

1. GENERAL

a. Agency policy on career planning for staff personnel is established by Regulation No. [redacted] dated 5 October 1956. This OPM implements Agency policy as it pertains to SP designees. Career Preference Outlines will be prepared for any SP designee if such documentation is desirable in the opinion of the individual, his supervisor, or the Director of Personnel. Priorities for preparation and submission of Career Preference Outlines will be established by the Career Management Officer, Office of Personnel (CMO/OP). Personnel in grades GS-11 and GS-12 will be given first priority in most instances.

b. The Career Preference Outlines will assist the Director of Personnel in determining appropriate training and assignment of members of the Personnel Career Service. However, in the career development of SP designees, full consideration will be given to individual capabilities, interest, and personnel circumstances regardless of whether a formal career plan has been processed and is a matter of record.

2. PROCEDURE

The following steps will be taken in the preparation, submission, and processing of Career Preference Outlines, Form No. 1030, dated 1 August 1956.

a. Individuals selected for career planning will be interviewed by the CMO/OP, who will explain the purpose of career planning as it pertains to the individual, point out possible courses of development, and answer any questions related to the completion of the outline.

b. The outline will then be forwarded to the individual through the chief of his division or staff and his immediate supervisor.

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In the case of SP designees assigned to DD/P, the outlines will first be forwarded to the Special Support Assistant (Personnel).

c. The individual will complete Sections A, B, and C of the outline after discussion with his supervisor. He will then submit the outline to his supervisor who will fill in Section D. The outline will then be returned to the CMO/OP, through the same channels as received, no later than 30 days after its receipt by the individual.

d. The CMO/OP, after ascertaining that the outline has been properly prepared, will present it to the Personnel Career Service Board for review. The comments of the Board will be recorded and entered on Section E of the Career Preference Outline for approval of the Director of Personnel.

e. The original of the Career Preference Outline will be placed in the individual's Official Personnel Folder. One copy will be forwarded to the individual, and one copy will be retained by the CMO/OP. Copies will also be forwarded to the offices affected by recommendations contained in the plan.

Harrison G. Reynolds
Director of Personnel

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